



DEPARTMENT OF REAL ESTATE

Equal Opportunity Employer
Job Opportunity

Associate Information Systems Analyst (Specialist)/
Assistant Information Systems Analyst
Permanent — Full-time

The Department of Real Estate (DRE) has two openings in its Information Systems Section (ISS) for either an Associate Information Systems Analyst (Specialist) and/or an Assistant Information Systems Analyst. This section of the DRE is responsible for system support to multiple, highly complex DRE technology platforms of Windows 2000, Windows NT4 and Oracle. DRE is located at 2201Broadway, Sacramento, CA 95818.

Duties of the positions can include:

- Act as part of the help desk team; work with end users to troubleshoot and resolve workstation issues.
- Train and assist users in organizing and purging local files, backing up data, MS Office products, and other computer related issues.
- Provide computer support statewide, including travel to district offices up to one week per month.
- Perform work of average difficulty in analytical studies for the support, development, installation, and implementation of information technology systems.
- Act as Notebook Administrator for Department. Manage checkout units in Sacramento.
- Perform computer maintenance including diagnostics, equipment cleaning, equipment repair, software/hardware installation and removal, software upgrades and service pack installation, moving and unpacking computer equipment and re-imaging computers.
- Windows, Exchange and EIS Security Administration. Create, change and delete user accounts and manage their security.
- Act as backup to the EIS Security Analyst.
- Move and prepare equipment for storage and eventual removal.
- Serve as attendance clerk for ISS section.
- Maintain hardware and software inventories.

Necessary Qualifications:

- Hands on, working knowledge of Windows 2000/NT Server Administration is essential.
- Willingness to travel (up to one week per month).
- Experience with Windows Systems Management Server and Exchange Server is desired.
- Ability to manage time and activities to complete concurrent assignments timely.
- Ability to follow written and oral instructions and follow DRE policies.
- Ability to work well independently or as a team member.
- Flexibility and willingness to adapt to changes in priority and/or workload demands.
- Effective communication skills with end users, technical staff and the vendor community.
- Excellent skills in problem analysis and resolutions.

Desirable Qualifications:

- Excellent attendance.
- Dependable and reliable.
- Ability to lift up to 50 lbs. as required.

Salary:	Associate Info. Systems Analyst (Specialist) \$4316 - \$5247	Assistant Information Systems Analyst	
		Range A	\$2902 - \$3200
		Range B	\$2994 - \$3465
		Range C	\$3589 - \$4363

Who may apply:

Current State employees at the Associate Information Systems Analyst (Specialist) level or Assistant Information Systems Analyst level, individuals who are transferable to the class or those with list eligibility. **Priority consideration will be given to SROA/Surplus employees. Please attach SROA/Surplus information to your application.**

Submit Applications to:

Linda Luna, Personnel Services
Department of Real Estate
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0797 or CALNET 498-0797

For information on the positions contact:

Don Pengilly, SSS III (Supervisor)
Information Systems Section
(916) 227-0869 or CALNET 498-0869

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

Final Filing Date: June 9, 2006

Applications may be obtained from the SPB website at <http://www.spb.ca.gov>
Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be invited to interview.

Applications, whether filed in person or by mail, must be received in the Personnel Office
no later than 5:00 p.m. on the above date.